



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

January 27, 2012

IOWA INSTRUCTION 360-380 SECOND EDITION – NON-FEDERAL EMPLOYEE NOTIFICATION PROCESS

IA380.0 PURPOSE

This Iowa Instruction provides guidance for notifying the State Office Administrative Section of the impending arrival of a new non-federal employee. It provides specific information about the position that will assist in ensuring equipment, office space, vehicle, and office support needs are met as soon as possible for the new employee.

IA380.1 SCOPE

This Instruction will be followed by NRCS supervisors and agency representatives (DSC, DNR, District, etc.).

IA380.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

IA380.3 EXHIBITS

See the attached Iowa Instruction and Non-Federal Employee Questionnaire.

A handwritten signature in blue ink that reads "Richard Sims".

Richard Sims
State Conservationist

Attachments

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(IA Instruction 360-380 Second Edition – January 2012)

Helping People Help the Land

An Equal Opportunity Provider and Employer

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PROCESS

1. PURPOSE:

This Iowa Instruction provides guidance for notifying the State Office Administrative Section of the impending arrival of a new non-federal employee. It provides specific information about the position that will assist in ensuring equipment, office space, vehicle, and office support needs are met as soon as possible for the new employee.

2. ROLES AND RESPONSIBILITIES:

This Instruction will be followed by NRCS supervisors and agency representatives (DSC, DNR, District, etc.).

3. PROCESS:

The attached Non-Federal Employee Questionnaire must be completed and signed by the hiring agency representative as soon as a new position is identified. The signed questionnaire is forwarded to the appropriate Area Office.

The Assistant State Conservationist-Field Operations (ASTC-FO) will review the questionnaire and add his or her signature for concurrence. The questionnaire is then forwarded to the State Office by mail or fax (515) 284-4767 to the attention of Lisa Hobbs, Secretary, and Adam Stiegelmeier, Assistant State Conservationist-Management (ASTC-M) for review.

The State Conservationist will review the questionnaire and sign for concurrence. The completed questionnaire is then forwarded to the ASTC-M who will mail or fax the signed questionnaire to the appropriate Area Office.

If you have questions, contact Adam Stiegelmeier, ASTC-M, at (515) 323-2204.



01/27/2012

Approved By:

Date:

Richard Sims
State Conservationist
Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

Non-Federal Employee Questionnaire

(To be filled out and emailed or faxed to the Area Office as soon as new position is known)

POSITION TITLE _____ LOCATION _____

1. How much money has been targeted for the position, and what is the funding source(s)?

2. How long is the position expected to be funded? Specific dates if known?

3. What are the planned work hours and schedule per week?

4. A. Which organization or agency will be the employee's supervisor (hire, fire, evaluate performance)?

B. Will the NRCS Supervisor be expected to provide day to day direction? _____ Yes _____ No

5. What are their major duties/goals? Break down by percent of time.

6. How will progress/goals be measured and reported to NRCS?

7. What resources are needed from NRCS to support this position?

_____ Existing Computer:	_____ Laptop or _____ Desktop
_____ Additional Computer:	_____ Laptop or _____ Desktop
_____ Existing Office Space:	_____ Square feet
_____ Additional Office Space:	_____ Square feet
_____ Existing Vehicle:	_____ Percent of time in the field
_____ Additional Vehicle:	_____ Percent of time in the field
_____ FO Technical Support	
_____ Engineering Support	

Other _____

Reviewed by: _____ (Hiring Agency Rep) Date: _____

Concurred: _____ (ASTC-FO) Date: _____

Approved: _____ (STC) Date: _____